

ADVANCED RECOVERY SYSTEMS

Employee Benefit Offerings

(Part-Time/On-Call)



ADVANCED
RECOVERY
SYSTEMS

401(K) RETIREMENT PLAN: VOYA

Advanced Recovery Systems is pleased to offer an employee retirement savings plan.

- All employees except interns are eligible for the 401(k) plan. Eligible employees who choose to enroll may do so starting on the first of the month following 30 days of employment. After enrollment, you may change your contribution election at any time during the year. The plan also provides the opportunity to enroll in auto-escalation, which allows you to set regular increases in your contributions, helping you grow your retirement
- Contributions can be made to Traditional pre-tax 401(k) or (after tax) Roth.
- The company will match 50% of the first 4% of your contributions to the plan.
- Matching funds vest at 25% for each year of service, resulting in full vesting at four (4) years of service. Vesting begins from your date of hire
- You have a variety of investment options to choose from offered through Voya Financial.
- Be sure to designate beneficiaries for your retirement plan

Shortly after your hire date, Voya will mail you packet of information introducing you to the ARS 401(k) plan. This information will provide instructions for enrollment and registration on their website. Once you have enrolled on the Voya enrollment center, you will then be able to register for an account on the participant website, VoyaRetirementPlans.com. Here you will be able to make deferral changes, manage funds and designate a beneficiary.

Enrollment and all updates to your 401(k), including contribution changes and beneficiary designations, will be made on the Voya website.

In addition, retirement planning and investment information is available on the Voya website.

For Customer Service

- Log into: www.VoyaRetirementPlans.com
- Call **800.584.6001** (Mon-Fri, 8AM-9PM ET).

ARS 401(k) Plan Information

- Plan Number: **81A882**
- Verification Number: **81A88299**



If you have any questions about the enrollment process, contact HR Support:

HRHelpDesk@advancedrecoveryystems.com

If you have questions about the financial options, see the Enrollment Kit, the Voya website or call Voya at 800.584.6001.